

Records Management and Retention

The responsibilities for records management activities in state and local government are broadly defined in [Minnesota Statutes §138.17](#), the State's records management statute, and [Minnesota Statutes §15.17](#), the State's official records law. In addition, under Minnesota Statutes § 16B.98, the State has the authority to examine records and documents relevant to the grant or transaction for a *minimum* of six years from the end of a grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later. **Program and project files should be kept for a minimum of six years beyond the life expectancy of the installed practice(s).** For example, the file for a project with a life expectancy of ten years should be kept for a total of 16 years.

Recipients of BWSR grants are encouraged to have comprehensive records retention policies and procedures in place. Guidance for comprehensive records management is available through the [Minnesota Department of Administration, Information and Policy Analysis Division](#) and the [Minnesota Historical Society, Minnesota State Archives](#).